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Approved For Release 2000/08/26 : CIA-RDP62S00231A000100160045-8

3 February 1959

THRU : Training Officer, ORR
THRU : Chief, Planning and Review Staff, ORR
THRU : Chief, Industrial Division, ORR
Chief, Military Economics Branch, D/I

Tests for Intelligence Assistants

1. We recently advertised an open Intelligence Assistant position. The respondents to our ad plus some other suggested candidates, numbered almost a dozen. In no case could we determine from the information at hand whether a candidate clearly had the required ability and experience nor could we even objectively narrow the field and proceed into the personal interview phase.

2. Accordingly we are requesting that all the candidates who are willing be tested by the A & E Staff to find if any of them possess the general characteristics we feel the person filling the position should possess.

3. I profess no capability to describe these characteristics in technical terms nor to know of specific tests which might be taken. In general terms we are looking for a person who could (a) under general direction, classify information consistently in terms of an established filing system which is broad in scope, (b) recover such information quickly upon request, and (c) perform relatively simple statistical-mathematical computations with reasonable speed and complete accuracy, using standard office calculators such as the Frieden and Marchant, and (d) under guidance, gather and exploit research material from general depositories for inclusion in studies or in the general files. I would think that three essential characteristics are required: reasonably high general intelligence and ability to reason, and sufficient mathematical ability to cope with very simple algebraic formulations.

4. We would be very happy to discuss further the problem of characteristics in detail with a member of the A & E Staff at any time.

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Distribution:

Orig. and 1 - Addressee

1 - St/PR

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